



United Methodist Women of Memorial Drive United  
Methodist Church  
Presents  
2018 Hearts & Hands Holiday Market



January, 2018

Dear Prospective Exhibitor,

Make your plans to exhibit at our 2018 HEARTS & HANDS HOLIDAY MARKET! Memorial Drive United Methodist Church is located at 12955 Memorial Drive just west of the Sam Houston Parkway on Memorial Drive. Hearts & Hands has a loyal following of customers; many of our shoppers are multi-generational. Last year the show featured 75+ vendors. We are very excited about this year's market and hope you will apply to participate. All proceeds received from the market benefit local and world missions for women and children.

**Hearts & Hands Hours:**

- Monday, October 22, 2018
  - Set-Up 9:15 a.m. – 4:00 p.m.
  - Vendor Light Snacks (no cost) 4:30 p.m. – 5:15 p.m.
  - Preview Party 5:30 p.m. – 8:00 p.m.
- Tuesday, October 23, 2018 9:00 a.m. – 6:00 p.m.
- Wednesday, October 24, 2018 9:00 a.m. – 3:00 p.m.

**Booth Fee:**

This is the ONLY Fee which you will be charged. (A Single Booth is approximately 8' x 10')

Single Booth	\$450	Double Booth	\$850
1 ½ Booth	\$625	Half Booth [limited number]	\$225

The above fee is non-refundable if you are accepted into the show and have signed a contract. For returning vendors, assignment of the same space from prior years will be considered; this cannot be guaranteed in every case. Please note there are a limited number of half and larger booths but every attempt will be made to meet your request for space.

**Silent Auction:**

We require each exhibitor to donate to our Silent Auction one "top seller" item representing a customer's typical purchase from your booth. It will be prominently displayed during the show along with the exhibitor business card (which should be included with the item, along with the item value). 100% of the proceeds from the Silent Auction go directly to mission for women, children, and youth.

**Booth Layout:**

Each Booth will be provided electricity and two chairs. **We are unable to provide tables or table coverings.** Tables must be draped to the floor. If your booth layout includes large or tall displays that would hinder a neighboring vendor, we ask that you enclose a layout of your booth to facilitate booth placement.

**Selection Process:**

The selection process is done by committee. Application forms should be submitted by April 26, 2018. **Your application must be completed and must include good quality photograph(s) of your merchandise AND your booth set-up.** These can be directed to the heartshandsmdumc@gmail account or by hard copy to the address on the application.

The quality of your photograph(s) will affect your selection chances. Applications without photographs will not be considered. Your photographs will NOT be returned. The committee will review your application and if accepted, we will forward you a contract. Please DO NOT send in any booth fee with your application. The earliest you can expect to hear from us is **May 31, 2018.**

**Merchandise/Products:**

Only original items may be sold at Hearts & Hands – no imitation designer items will be allowed. Please make sure your merchandise and displays use appropriate language for a church. The Hearts & Hands Vendor Committee reserves the right to ask Vendors to remove products or merchandise deemed inappropriate for display.

**Booth Management:**

You are responsible for all sales and orders. You or a representative of your company must be in attendance during the market hours to operate your booth. All booths must be open during all 3 days of the market.

Thank you for your interest in the 2018 Hearts & Hands Holiday Market! Please remember to submit your application by **Thursday, April 26, 2018.** We look forward to hearing from you!

Sincerely,

Vendor Selection Committee  
2018 Hearts & Hands Holiday Market  
heartshandsmdumc@gmail.com

**2018 HEARTS & HANDS HOLIDAY MARKET**  
**Monday, October 22- Wednesday, October 24, 2018**  
**VENDOR APPLICATION**

**Business Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your Name(s):** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website Address** (if applicable): \_\_\_\_\_

**Booth space size requested:**

Single Booth ____ (\$450)	Double Booth ____ (\$850)
1 ½ Booth ____ (\$625)	Half Booth ____ (\$225)

**NOTE: a single booth is approximately 8' x 10'. This is the ONLY fee you will pay.**

**Description of merchandise / business\* (Photographs are required):**

**Percentage of your merchandise:**

Handcrafted: \_\_\_\_\_%; Embellished: \_\_\_\_\_%; or Purchased at market: \_\_\_\_\_%

**Price range of your merchandise:** \$\_\_\_\_\_ to \$\_\_\_\_\_

Please place a check by any of the categories of merchandise that you plan to include in the show. Also indicate what **percentage** of your items are representative of those categories.

Jewelry	_____%	Women's Accessories	_____%
Women's clothing	_____%	Men's Gifts	_____%
Children's clothing	_____%	Food Gifts *	_____%
Home accessories	_____%	Artwork/Sculpture	_____%
Floral arrangements	_____%	Stationery/Paper goods	_____%
Holiday Yard Embellishments	_____%	Housewares/Tableware	_____%
Home Linens	_____%	Children's Toys/Games	_____%
Christmas Ornaments	_____%	Inspirational Items	_____%

**Please List Silent Auction Item (Description and Value):** We require each exhibitor to donate to our Silent Auction one "top seller" representing a typical customer purchase from your booth. It will be prominently displayed during the show along with your business card.

**Please list other shows you have participated in and/or plan to participate in:**

**Have you ever participated in Hearts & Hands before? \_\_\_\_\_** If yes, when?

**Do you operate or have merchandise in any local stores? \_\_\_\_\_**

If so, where are they located?

**You may send your completed application AND merchandise photographs electronically to the email below:**

[heartshandsmdumc@gmail.com](mailto:heartshandsmdumc@gmail.com)

**OR mail your completed application AND photographs to the address below:**

Memorial Drive United Methodist Women  
Attn: Vendor Selection Committee – 2018 Hearts & Hands Holiday Market  
12955 Memorial Drive  
Houston, Texas 77079

**DO NOT SEND IN YOUR BOOTH FEE WITH YOUR APPLICATION!!**

**THIS SHOW IS BY INVITATION ONLY.**  
**DEADLINE TO APPLY IS APRIL 26, 2018**

**\*Please be advised that if you present food samples or open containers of food in your booth, it is YOUR responsibility to obtain a City of Houston permit before our show opens.**